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OCI NOTICE  
No. 20-258

PERSONNEL  
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OFFICE OF CURRENT INTELLIGENCE  
OFFICE POSITION CLASSIFICATION SURVEY

1. During the next several weeks, representatives of the Office of Personnel (OP) will be conducting a position classification survey within OCI. The last comprehensive review of the Office's job descriptions took place several years ago; it is appropriate therefore that we document completely the full range of activities now necessary to accomplish our mission.
2. To begin the survey, all members of the Office will be asked to draft a concise description of their duties and responsibilities. Once these have been prepared, an OP position classifier, accompanied by an OCI officer, will interview each employee. Based upon the preliminary draft and interview, an official job description will be prepared and submitted to the Office of the Director, OCI.
3. Although all employees will be participating, time and manpower constraints allow us to examine fully only one line division and obtain an overview of all other components. Present plans call for an in-depth review of all Far East Division positions and subsequent study of all other jobs in the Office.
4. Further information, including guides for preparing position descriptions, will be issued in the near future.

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Richard Lehman  
Director of Current Intelligence

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